

ADMINISTRATION BUDGET REVISIONS

OVERVIEW

Background

MCAH allows changes to previously approved Program Budget Documents to update and accurately reflect actual expenditures for activities performed.

Prior to the approval of the budget revision, the MCAH Branch may request some or all of the following documents:

- Cover letter that includes a detailed description of the proposed changes
 - Revised Budget Summary Page
 - Revised Personnel, Operating Expenses and Other Costs Worksheets
 - Revised Budget Justifications (J-Pers, J-Oper, J-Capl, J-Other)
 - Revised or additional duty statements
 - Revised or additional job specifications
 - Revised agency Organizational Charts
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Purpose

This Section will provide you with information regarding policy and requirements necessary to prepare budget revisions for MCAH Program.

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ADMINISTRATION BUDGET REVISIONS

BUDGET REVISION GUIDELINES

Policy

All Budget revisions follow the policy guidelines below:

- Written approval must be obtained from the MCAH Branch prior to implementation.
 - Budgets should be revised no more than twice a year.
 - Salary savings is not an allowable cost that can be moved to cover other expenses (AFLP and ASPPP Only).
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Requirements

Agency's submitting a budget revision are required to do the following:

- Provide signed and dated hard copy of the Budget Summary page before an approval letter is mailed to the agency.
 - Any invoice affected by the pending Budget Revision must not be submitted to MCAH until approval is received.
 - All Budget Revisions requiring an amendment to a Grant Agreement must be postmarked no later than May 15th of the current fiscal year.
 - Final Budget Revision requests must be postmarked no later than, September 30th of the following fiscal year.
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Procedure

Procedures listed are required for budget revision submission for MCAH approval.

- Budget Revision requests must be made in writing. Requests by e-mail are acceptable.
- Budget Revision Number should be updated to reflect the current revision.
- The following documents are required to be submitted in both hard copy and electronic mail.
 - Cover Letter stating reason revision is necessary and where changes are requested
 - Revised Budget Summary Page

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BUDGET REVISION GUIDELINES

Procedure (Continued)

- Applicable Worksheets
 - Program Budget Justification pages
 - Reconciliation sheet
- Submit an original and two copies of the Program Budget Revision request(s) to the following address:

Department of Health Services
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
Attn: "Contract Manager Name"
1615 Capitol Avenue, MS 8305
P.O. Box 997420
Sacramento, CA 95899-7420